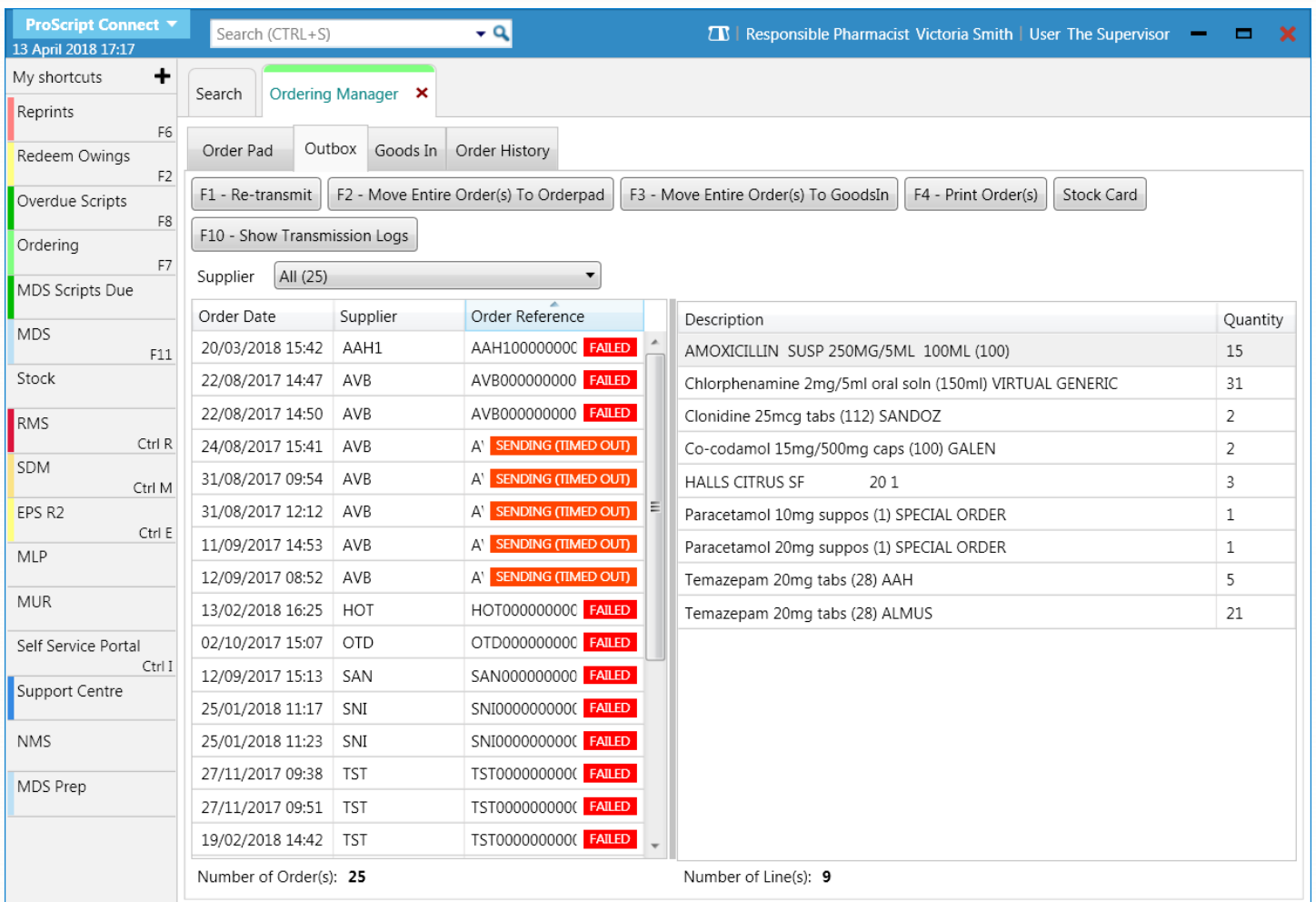


Moving an Entire Order Back to the Order Pad from the Outbox

1. From the Ordering Manager, click the *Outbox* tab.
2. The *Outbox* tab contents display, with recently sent orders in the grid.



ProScript Connect | 13 April 2018 17:17 | Search (CTRL+S) | Responsible Pharmacist Victoria Smith | User The Supervisor

My shortcuts: Reprints (F6), Redeem Owings (F2), Overdue Scripts (F8), Ordering (F7), MDS Scripts Due (F11), Stock, RMS (Ctrl R), SDM (Ctrl M), EPS R2 (Ctrl E), MLP, MUR, Self Service Portal (Ctrl I), Support Centre, NMS, MDS Prep.

Ordering Manager Search

Order Pad | Outbox | Goods In | Order History

F1 - Re-transmit | F2 - Move Entire Order(s) To Orderpad | F3 - Move Entire Order(s) To GoodsIn | F4 - Print Order(s) | Stock Card

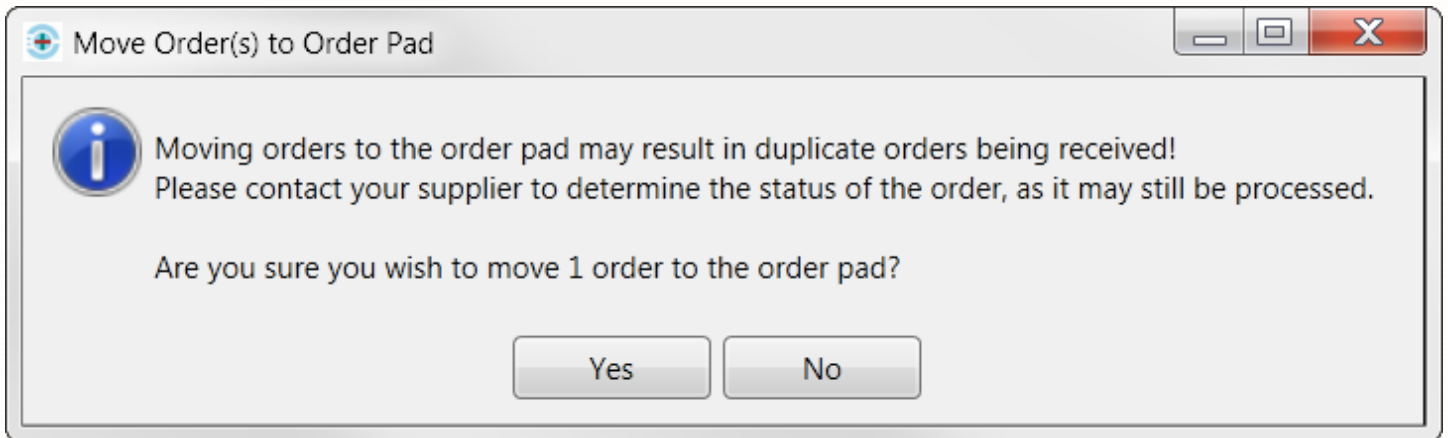
F10 - Show Transmission Logs


Supplier: All (25)

Order Date	Supplier	Order Reference	Description	Quantity
20/03/2018 15:42	AAH1	AAH1000000000	AMOXICILLIN SUSP 250MG/5ML 100ML (100)	15
22/08/2017 14:47	AVB	AVB0000000000	Chlorphenamine 2mg/5ml oral soln (150ml) VIRTUAL GENERIC	31
22/08/2017 14:50	AVB	AVB0000000000	Clonidine 25mcg tabs (112) SANDOZ	2
24/08/2017 15:41	AVB	A'	Co-codamol 15mg/500mg caps (100) GALEN	2
31/08/2017 09:54	AVB	A'	HALLS CITRUS SF 20 1	3
31/08/2017 12:12	AVB	A'	Paracetamol 10mg suppos (1) SPECIAL ORDER	1
11/09/2017 14:53	AVB	A'	Paracetamol 20mg suppos (1) SPECIAL ORDER	1
12/09/2017 08:52	AVB	A'	Temazepam 20mg tabs (28) AAH	5
13/02/2018 16:25	HOT	HOT0000000000	Temazepam 20mg tabs (28) ALMUS	21
02/10/2017 15:07	OTD	OTD0000000000		
12/09/2017 15:13	SAN	SAN0000000000		
25/01/2018 11:17	SNI	SNI0000000000		
25/01/2018 11:23	SNI	SNI0000000000		
27/11/2017 09:38	TST	TST0000000000		
27/11/2017 09:51	TST	TST0000000000		
19/02/2018 14:42	TST	TST0000000000		

Number of Order(s): 25 | Number of Line(s): 9

3. Highlight the order(s) you want to move back to the order pad.
4. Press **[F2 - Move Entire Order(s) to Orderpad]**.
5. A pop-up window displays, advising you that moving orders to the order pad may result in duplicate orders being received, and asking whether you want to move the selected order(s) to the order pad.



 Please note that moving orders from the *Outbox* to the *Order Pad* may result in duplicate orders being received. We recommend you contact your supplier to determine the status of the order.

6. Click **[Yes]**. The order is removed from the *Outbox* and sent back to the *Order Pad* with a **RECALLED** tag.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	11 December 2019		Joanne Hibbert-Gorst

Contact us

For more information contact:
Telephone: 0344 209 2601

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